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C-A OPERATIONS PROCEDURES MANUAL

2.14 Removal Of Locks And Tags by Others

Text Pages 2 through 4

Hand Processed Changes

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Collider-Accelerator Department Chairman Date

P. Ingrassia

2.14 Removal Of Locks And Tags By Others

1. Purpose

To provide instructions for MCR personnel to obtain a spare key to remove lockout/tagout by others.

2. Responsibilities

MCR operators and coordinators are responsible for implementing this procedure.

3. Prerequisites

3.1 Personnel who have locked and tagged equipment are not available to remove locks and tags.

3.2 Two authorized persons and one supervisor for the system/equipment are available.

3.3 Only personnel who have been trained in lockout/tagout can implement this procedure.

4. Precautions

4.1 During normal working hours, the C-A Safety Coordinator or his assistant shall implement this procedure.

4.2 The equipment in question must be needed for C-A operation or for personnel safety.

4.3 During shift hours, trained and authorized MCR operators and Operations Coordinators may initiate this procedure.

5. Procedure

5.1 Try to contact person who's name is on lock (call at home if necessary)

5.2 Fill in form shown Appendix A.

5.3 Obtain key number of lock to be removed from requester.

5.4 Use Log book in Room 129 in Bldg. 911A to locate particular key in key box on wall in Room 129.

- 5.4 Use key box entry key assigned to the MCR located in the MCR key locker to open key box to remove lock key required to remove lockout.
- 5.5 Relock key box.
- 5.6 Give lockout key to C-A supervisor acting as lockout removal committee leader.
- 5.8 Direct committee leader to place notice in lockout person's mail drop informing him of lockout removal.
- 5.9 Persons supervisor shall be contacted beginning of next work period.
- 5.8 After lock and tag is removed in accordance with LOTO procedure, return lock, key, tag, and form to Safety Coordinator next working day.

6. Documentation

- 6.1 Completed form from Appendix A - "Form for Removal of C-A Lockout/Tagout by Others".
- 6.2 Notification to employee of lockout removal.

7. References

OH&S Manual Section 1..1 and LOTO in Section 1.5.1.

8. Attachments

Appendix A "Form for Removal of C-A Lockout/Tagout by Others".

APPENDIX A

FORM FOR REMOVAL OF C-A LOCKOUT/TAGOUT BY OTHERS
Per OH&S Manual Section 1.5.1 LOTO

Requester _____ Date _____

Time _____

Name on Tag _____ Lock Number _____

Reason for Removal _____

Has Person on Tag been called _____

Person Releasing Spare Key _____

Committee to Remove:

Supervisor _____ Life Number _____

Authorized Personnel _____ Life Number _____

Authorized Personnel _____ Life Number _____

Key and Lock Returned to Safety Officer _____